

047 - SHERIFF COURT OPERATIONS

Operational Summary

Mission:

The mission of Sheriff Court Operations is to protect and to serve the judiciary and the public by ensuring a safe environment in the Superior Courts of Orange County. All orders of the Court shall be served and enforced with a commitment to providing those services in the most efficient, courteous, and cost-effective manner.

Strategic Goals:

- Provide a safe environment and effective security services in and for Orange County courts.
- Provide effective warrant enforcement.
- Provide cost effective and efficient civil processing.

Fiscal Year 2000-01 Key Project Accomplishments:

- Sheriff Court Operations completed a survey of the Judges for whom bailiffing and perimeter security services comprise over 75% of its operation. The general level of satisfaction was very high.
- Cost per bench position is a key outcome measure that was completed this year with the intent to provide the same quality service at a lower cost. An example is the use of retirees who possess the experience to provide service when needed in an extra help capacity.
- Weapons screening has expanded to two Justice Centers and there are plans to further expand this proven measure of safety at other Justice Centers in the Orange County Superior Courts.

COURT SERVICES - Court Operations: One of the primary responsibilities of the Department is security of the Courts. Courtroom security is achieved by Deputies and Sheriff Special Officers (SSOs) assigned to bailiff the courtrooms. Bailiffs maintain and preserve order in the courtrooms, ensure proper decorum by remaining ready to meet and control unusual situations, and act to protect judges, witnesses, defendants, and other members of the courtroom staff from harm. Additionally, bailiffs sequester juries during deliberations, provide information to Court clientele, schedule the arrival and departure of prisoners, and maintain custody of prisoners who have matters scheduled in their courtrooms.

At a Glance:

Total FY 2000-2001 Actual Expenditure + Encumbrance:	34,147,052
Total Final FY 2001-2002 Budget:	35,375,496
Percent of County General Fund:	1.63%
Total Employees:	421.00

At the Lamoreaux Justice Center and the Central Justice Center, SSO security personnel patrol courthouse hallways and operate airport-style screening for the purpose of weapons interdiction. SSOs also staff the 24-hour Security Desk in the Santa Ana courthouse. Each of the aforementioned Court Operations is funded through Trial Court Funding.

Detention: Augmenting the bailiffs are the deputies responsible for the transporting and guarding of prisoners while at Court. Their duties include the operation of the court holding cells, booking defendants ordered into custody from the courtrooms, and standing guard while high-risk trials are in

progress. Approximately 120,000 adult prisoners are processed in the Orange County Courts each year. Temporary holding functions, unlike 24 hour jail functions are allowed under Rule 810 and the costs are, therefore, reimbursed by Trial Court Funding.

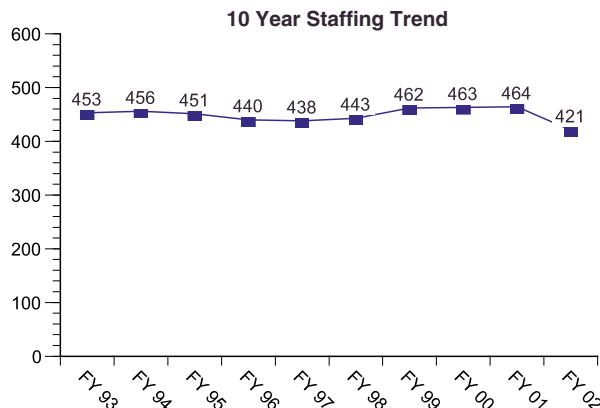
CIVIL PROCESS SERVICES - An important duty performed by Deputies, civilian technicians, and clerical support personnel in this area is the service of civil process. These employees have the responsibility for serving and enforcing the subpoenas, orders, notices, summonses, and other process of the Court. Civil field deputies seize property under Court order, sell property seized to satisfy judgments, and enforce orders to evict tenants. Civil service revenue has declined by about \$100,000 annually for the last two years and the Department expects this trend to continue for calendar year 2001 with approximately \$1.4 Million in civil fees collected. The Department is actively engaged in technical reviews and marketing plans that have the potential to reduce costs of operation and enhance the revenue-generating capacity of this service. These complementary goals will also provide a platform upon which an integrated network of user-friendly data gathering services may be expanded and connected with the Superior Court's system to track a case from start to finish.

WARRANT SERVICES - Court Operations' Warrant section is responsible for the service of felony and misdemeanor warrants of arrest. The investigators who serve them are front line peace officers. The Department expects to receive almost 70,000 warrants during the Year 2001. While misdemeanor warrants issued to Sheriff Court Operations have decreased in recent years, labor intensive felony warrants have increased. Sheriff Court Operations' aggressive warrant enforcement program ensures compliance with the legal requirements for due diligence, and serves as a deterrent for defendants that might otherwise have ignored Court orders.

ADMINISTRATION - Sheriff Court Operations Administration includes seven Lieutenants who have oversight responsibility for Special Operations, Justice Center bailiffing, perimeter security, Civil Process Services and Warrant Services. In addition to the salaries and benefits (S&EB) for the above staff, Services and Supplies (S&S) are budgeted in this activity that support general administrative purposes.

EXECUTIVE MANAGEMENT - This activity is comprised of the Assistant Sheriff for Sheriff Court Operations and the Assistant Sheriff's Executive Secretary.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- The merger of the Marshal Department into Sheriff-Coroner effective July 1, 2000 resulted in personnel cost savings attributed to the employee count going down from 464 to its FY 00-01 authorized staffing of 425. As part of FY 01-02 planning, additional position realignment was made possible and a further reduction of 4 additional positions was made possible bringing Sheriff Court Operations to an authorized staffing level of 421.

Budget Summary

Plan for Support of the County's Strategic Priorities:

The Department fully embraces the County's employee incentive program. These programs are commonly referred to as PIP (Performance Incentive Program) and MPP (Management Performance Plan). These complementary incentive plans are designed to integrate the Business Plan with the individual performance goals that employees set during annual reviews.

Changes Included in the Base Budget:

The most significant change in the Base Budget for 2001-02 is evident in the 8.4% reduction-in-force going from 464 authorized positions to 425. This reduction came about through the merger of the former Marshal Department with the Sheriff-Coroner. While this saves Orange County over \$1 Million annually, the merger did not necessitate any layoffs of personnel.

Further realignment of duties and operational review of civil process services into FY 01-02 resulted in additional actions taken to save Net County Cost by deleting four positions with annual savings of about \$300,000. These actions bring Sheriff Court Operations to a total authorized staffing level of 421.

Final Budget and History:

Sources and Uses	FY 1999-2000 Actual Exp/Rev ⁽¹⁾	FY 2000-2001 Final Budget	FY 2000-2001 Actual Exp/Rev ⁽¹⁾	FY 2001-2002 Final Budget	Change from FY 2000-2001 Actual	
					Amount	Percent
Total Positions	N/A	464	N/A	421	421	0
Total Revenues	25,325,830	27,493,226	27,223,798	28,466,182	1,242,384	5
Total Requirements	34,895,234	36,238,762	34,126,916	35,375,496	1,248,580	4
Net County Cost	9,569,404	8,745,536	6,903,118	6,909,314	6,196	0

(1) Amounts include prior year expenditures and exclude current year encumbrances. Therefore, the totals listed above may not match Total FY 2000-01 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: SHERIFF COURT OPERATIONS in the Appendix on page 411.